



# **FREEDOM OF INFORMATION PUBLICATION SCHEME**

Review date:	Autumn 2020
ICO model publication scheme version:	Version 1.2 20151023

## Freedom of Information Publication Scheme

In line with the Freedom of Information Act, SEAX Trust and its member academies' publication scheme is based upon the ICO approved model publication scheme.

Information held by us that is not published under this scheme can be requested in writing, when its provision will be considered in accordance with the provisions of the Freedom of Information Act.

### **Class 1 - Who we are and what we do**

(Current organisational information, structures, locations and contacts)

Information to be published	How the information can be obtained	Cost
Who's who in the SEAX Trust	SEAX website	Free
Who's who on the SEAX Trust Board and the academies' Academy Committee, the basis of their appointment and relevant business and pecuniary interests	SEAX Website	Free
Each Trustee and local Governor meeting attendance over the last academic year	SEAX Website	Free
SEAX Articles of Association	SEAX Website	Free
Contact details for the Trust Board, Local Academy Committees and academies' Senior Leadership Team	SEAX Website ( <a href="mailto:admin@seaxtrust.com">admin@seaxtrust.com</a> )	Free
Academy prospectuses	Hardcopy, request from the academy	Free
Annual Reports and Financial Statements	SEAX Website	Free
Academy Funding Agreements	SEAX Website	Free
Trust Governance Structure diagram	SEAX Website	Free

## **Class 2 – What we spend and how we spend it**

(Current and previous year's financial information relating to projected and actual income and expenditure, procurement, contracts and financial audit)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Annual Budget and Financial Information	Hard copy	10p per sheet
Value for Money Statement	SEAX Website (within Annual Accounts)	Free
Capitalised funding	Hard copy	10p per sheet
Procurement and projects	Hard copy	10p per sheet
Pay policy	Hard copy	10p per sheet

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### **Class 3 – What our priorities are and how we are doing**

(Current strategies and plans, performance indicators, audits, inspections and reviews)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
SEAX Trust or academy profile	SEAX Website/ Academy Website	Free
Performance management policy and procedures adopted by the Trust Board	Hard copy	10p per sheet

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#### **Class 4 – How we make decisions**

(Current [3 years as a minimum] decision making processes and records of decisions)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Admissions policy/decisions (not individual admission decisions)	Academy Websites	Free
Exclusion policy	Academy Websites	Free
Agendas of meetings of the Board of Trustees and its sub-committees	Hard copy	10p per sheet
Minutes of meetings (as above) – n.b. this will exclude information that is properly regarded as private to the meetings.	Hard copy	10p per sheet

## Class 5 – Our policies and procedures

(Current written protocols, policies and procedures for delivering our services and responsibilities)

Information to be published	How the information can be obtained	Cost
Safeguarding policy	Academy Website	Free
Charging and remissions policy	Academy Website	Free
Health and Safety	Hard Copy	Free
Complaints procedure	SEAX Website	Free
Ethos and values	SEAX Website/ Academy Website	Free
Staff conduct policy	Hard copy	Free
Discipline and grievance policies	Hard copy	Free
Equality and diversity (including equal opportunities) policies	Hard copy	Free
Pupil and curriculum policies, including:		
Home-school agreement	Hard copy	Free
Curriculum	Academy Website	Free
Sex education	Academy Website	Free

Special educational needs and disability	Academy Website	Free
Accessibility	Academy Website	Free
Equality objectives	Hard Copy	Free
		Free
Careers education	Hard Copy	Free
Behaviour	Academy Website	Free
	Academy Website	Free
Pupil premium		
Year 7 literacy & numeracy catch up premium	Academy Website	Free
PE & sport premium funding	Academy Website	Free
Records management and personal data policies, including: GDPR Data Protection Policy Freedom of Information Policy Records Management policy	Hard Copy	Free

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## Class 6 – Lists and Registers

Currently maintained lists and registers only

Information to be published	How the information can be obtained	Cost
Curriculum circulars and statutory instruments, including departmental circulars and administrative memoranda sent by the DfE to the headteacher or governing body relating to the curriculum	Hard copy	Free
Any information the Trust and its academies is currently legally required to hold in publicly available registers, excluding the attendance register	Hard copy or Trust/ Academy website	Free



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### **Class 7 – The services our Academies offer**

(Current information about the services we offer, including leaflets, guidance and newsletters produced for the public and businesses)

<b>Information to be published</b>	<b>How the information can be obtained</b>	<b>Cost</b>
Extra-curricular activities	Academy Website/ Hard Copy	Free
Out of school clubs	Academy Website/ Hard Copy	Free
School publications, including newsletters	Academy Website/ Hard Copy	Free

## Contact details

Named point of contact:	Catherine Burnside (SEAX Director of Governance & Compliance)
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## SCHEDULE OF CHARGES

Type of charge	Description	Basis of charge
Disbursement cost	Photocopying/printing @ 10p per sheet (black & white)	Actual cost*
	Postage	Actual cost of Royal Mail standard 2nd class

\* the actual cost incurred by the Trust or Academy